

Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706
(989) 667-3271

Request for Proposal
Remanufactured Workstations
For Special Education Itinerant Staff - ESC
December 1, 2005

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting proposals from Remanufactured Furniture Companies for purchase and installation of 31 teacher workstations at the Educational Service Center.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered, your Company must meet the qualifications and satisfy the requirements set forth in this RFP.

David Bourdon
Building Operations Supervisor
Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706

Completed proposals must be received at the address noted above by Wednesday January 4, 2006 at 1 pm. Proposals must be submitted in a sealed envelope that is clearly marked "BID OR PROPOSAL". Proposals submitted by facsimile will not be accepted. All proposals will be opened at the specified time and will be read aloud. The public is welcome to attend this bid opening.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase of audit services solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to David Bourdon at the address noted above or by telephone. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Mr. Bourdon is discouraged and may be grounds for elimination from the selection process.

WITHDRAWAL OF PROPOSALS:

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

INSURANCE

The successful bidder is required to show certificate of Workers Compensation and Liability Insurance.

TIME TABLE:

1. Release of RFP on or about December 1, 2005.
2. Proposals due at 1:00 p.m. on Wednesday January 4, 2006.
3. Sealed Proposals will be opened at 1:15 p.m. on January 4, 2006.
4. Presented to the Board of Education for discussion on January 16, 2006.
5. Presented to the Board of Education for approval on January 16, 2006.
6. Notification to all Companies as soon as possible after January 16, 2006.

REQUIREMENTS:

Scope of work:

Thirty One Remanufactured Workstations consisting of the following:

- Fabric covered panels to construct thirty one workstations.
- All parts to connect these units including end caps and connector assemblies.
- Pass Through transmission cables.
- Power entry cables
- (31) – 60"x30" work surfaces.
- (31) – 36" flipper units.
- (31) – 24" flipper units
- (31) - 30" task lights.
- (62) – Duplex receptacles.
- (31) - 12x12" used file pedestals
- (30) - 60 1/4" x 15" tack boards.
- (31) - Task chairs armless, adjustable back height & depth – Boss Model # B9090 or equal.

Two-sided remanufactured secretarial workstation, 6 ft. x 7 ft., with a height of 66 inches. Station to include but not limited to the following:

- (1) - 24" deep L shaped laminated work surface.
- (1) - Overhead three foot shelf with flip door.
- (1) - Over head four foot shelf with flip door.
- (2) - 30" task lights.
- (1) 12x12 file pedestal.
- (1) – Task chair, armless, adjustable back height & depth, Boss Model # B9090 or equal.
- Power entry cable.
- Pass through transmission cable.
- Four duplex receptacles.
- Connectors to install the above.

Four-sided remanufactured nurse station, 8 ft. x 8 ft., with a height of 62". Station to include the following:

- (1) - 30" deep L shaped work surface.
- (2) - 4 ft. shelves with flipper doors.
- (2) - 30" task lights.
- (2) - 12 x 12 file pedestals.
- (1) Task chair, armless, adjustable back & depth, Boss Model #B9090 or equal.
- Power entry cable.
- Pass through transmission cable.
- Four duplex receptacles.
- Connectors to install the above.

Include any additional equipment your company proposes.

Units are to be Steelcase or Herman Miller equivalent.

Colors of all surfaces to be chosen at time of bid acceptance.

METHOD OF EVALUATING PROPOSALS

- Proposals will be evaluated with a strict emphasis on quality. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the firm that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

NOTICE OF NONDISCRIMINATION

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status r disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Michael R. Dewey, Superintendent
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
(989) 686-4410

PROPOSAL FORM

Bay-Arenac ISD Educational Service Center – 4228 Two Mile Rd. Bay City, MI 48706

Complete purchase and installation of (31) remanufactured workstations as per specification.

31 Workstations:

\$ _____

Secretarial Station:

\$ _____

Nurses Station:

\$ _____

Labor to Install:

\$ _____

Total Project:

\$ _____

Name of Company: _____

Address: _____

Telephone: _____

(Please Type or Print) Name

Title

Signature

Date